

ANNEXURE NO.	8 G
SCAA DATED.	29-2-2008

BHARATHIYAR UNIVERSITY
Coimbatore

Syllabus for “Certificate course in Communication Skills”
(Career Oriented Courses)
Scheme of Examination

S.No	Subjects	Lecture Hours	Exam Hours	MARKS
1	Paper I	90	3	100
2	Paper II	90	3	100
	TWO PAPERS	180		200

PAPER I FUNDAMENTAL GRAMMAR

Objectives :

To make the students

- know the functions of basic grammar.
- frame sentences without grammatical errors.

1. Part of Speech
2. Use of articles
3. Linkers
4. Concord
5. Punctuation
6. Kinds of Sentences
7. Question tags
8. Vocabulary
9. Idioms
10. Common errors & how to avoid them

Books for reference :

1. Modern English Grammar
N.Krishnaswamy, Macmillan Publication
2. A senior English Grammar & Composition
N.K.Agarwala, Goyal Brothers Prakashnan Educational Publishers, New Delhi.

PAPER II COMMUNICATIVE SKILLS

Objectives :

- To enhance the comprehensive ability of the learners
- To make the learners approach literary pieces critically

1. Proverb expansion
2. General essays
3. Comprehension – prose
4. precise writing
5. Report writing
6. Hints development
7. Note making

Books for reference :

1. Writing with a purpose
Chandra Tikko, Jayasasi Kumar
2. Essential Grammar Usage and Composition
Prof.K.Ramappa
M.I.Publications, Agra

QUESTION PAPER PATTERNS FOR PAPERS I, II, III & IV – Maximum 100 Marks

Section A – 20 Marks

Twenty objective type questions from all units (20 X 1 = 20)

Section B – 30 Marks

Five either or type questions of 6 marks each from all units. (5 X 6 = 30)

Section C – 50 Marks

Five either or type questions from all units (5 X 10 = 50)